

ACCOUNTING PROCEDURE

TOPIC: Section 12--Travel 7.1	EFFECTIVE DATE: 7/25/03
TITLE: Use of State-Owned Aircraft	
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**BACKGROUND**

Pursuant to Governor Doyle's directive, the following policy is established for state airplane usage.

**POLICY**

1. The following usage policy is for the use of state airplanes by the Governor and the administration as a whole.
2. The Doyle administration will travel by state airplane only when it is the most efficient means of travel available and is necessary.
3. Department secretaries or heads of state agencies shall follow this policy when approving travel for themselves and any other employees within their state agency.
4. State airplanes should be used only when:
  - a. The total distance of the trip exceeds 300 miles; or
  - b. The event for which the trip is being made begins prior to 8:00 a.m. or ends after 7:00 p.m. and the one-way distance of the trip is in excess of 125 miles; or
  - c. The Secretary of Administration determines that an exception to 4a and/or 4b is warranted due to schedule commitments or other exigent circumstances.
5. See **Section 12--Travel 7.0** for Charges for Restricted Use of State-Owned Vehicles and Aircraft.

**REFERENCES**

DHFS APP **Section 12--Travel 7.0** (Charges for Restricted Use of State-Owned Vehicles and Aircraft)

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